

Partners in  
Perfection



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# This booklet is written for you...

...the fortunate typist with a brand-new IBM Electric. At the very first glance you'll know that this typewriter is strikingly new from carriage to keyboard—the finest ever made.

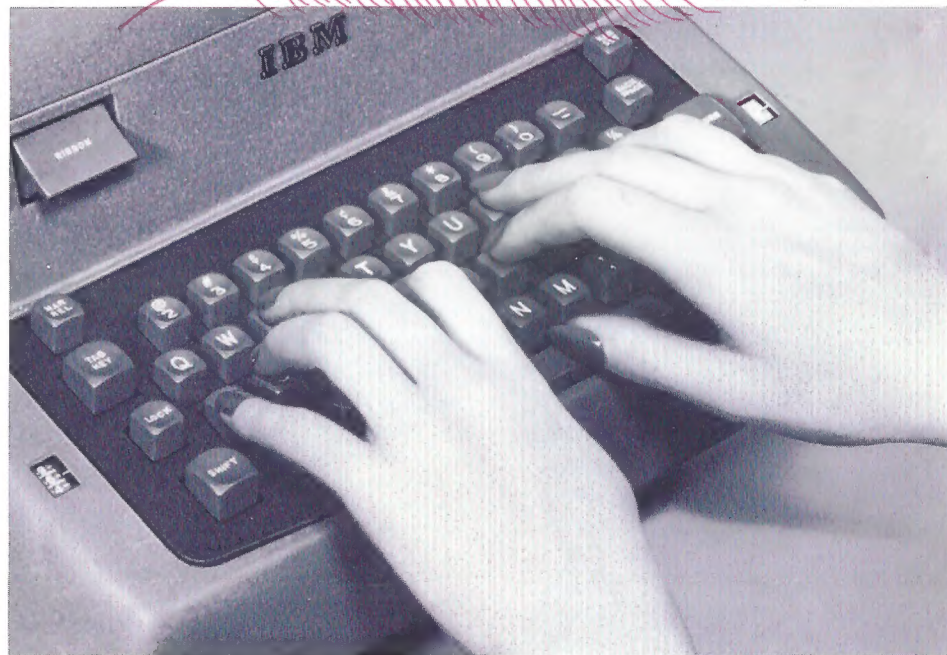
For 25 years we've designed and manufactured electric typewriters. Your new typewriter is the product of long experience and has many exclusive, years-ahead features to make typing easier, more pleasant than you ever thought it could be.

Your IBM representative will introduce you to the wonders of electric typewriting. You may find it helpful to use this book as a guide, reviewing the features he'll tell you about and checking your operation with the descriptions given here. The IBM man is always available, too, for help on special typing applications and to answer any questions you may have.

# Your **IBM** operates with a light, light touch

The non-glare keyboard of your IBM Electric Typewriter is designed for the easiest, most efficient typing possible. You'll find you no longer need to "pound" the keys to produce perfect results. Touch the keys lightly—your results will be perfectly uniform, whether you are typing many carbons, a stencil, or statistical work.

When you start typing, begin slowly. Keep your finger-tips close to the keys in a natural, curved position. Tap the keys squarely in their centers, using a quick, resilient touch and relax finger pressure the instant you contact the keys. Practice familiar words or phrases. You'll notice immediately the improved appearance of your typewritten pages and, in a very short time, a marked increase in your speed as well.







## ... helps you keep perfect posture

Note the posture of Stella Pajunas, the present World's Typing Champion. She types comfortably and efficiently all day on the IBM, without tiring, by following these four rules:

- *upper arms sloped slightly forward*
- *back erect, supported by backrest*
- *forearms on same slope as keyboard*
- *feet flat on floor*

# Your margins are reset in an instant

## TO RESET LEFT HAND MARGIN:

1. Touch the **Carriage Return Key** (this locates your present left hand margin).
2. **Depress and HOLD DOWN the Margin Set Key.**
3. While **holding down** the margin set key, move the carriage to the new margin position.\* When you release the key, the margin is set.

\*Note: For short distances, move the carriage to the left by using the spacebar (illustration A), or to the right by using the backspacer (illustration B). For longer distances, move the carriage to the right or left by depressing the carriage release lever.

## TO RESET RIGHT HAND MARGIN:

1. **Tabulate** to end of writing line, until the carriage locks.
2. Same as Step 2, left hand margin.
3. Same as Step 3, left hand margin.

*Note: For typewriters with carriage widths over 12" the right or left-hand margin stops cannot be moved across the middle of the carriage.*

## AUTOMATIC LINE LOCK

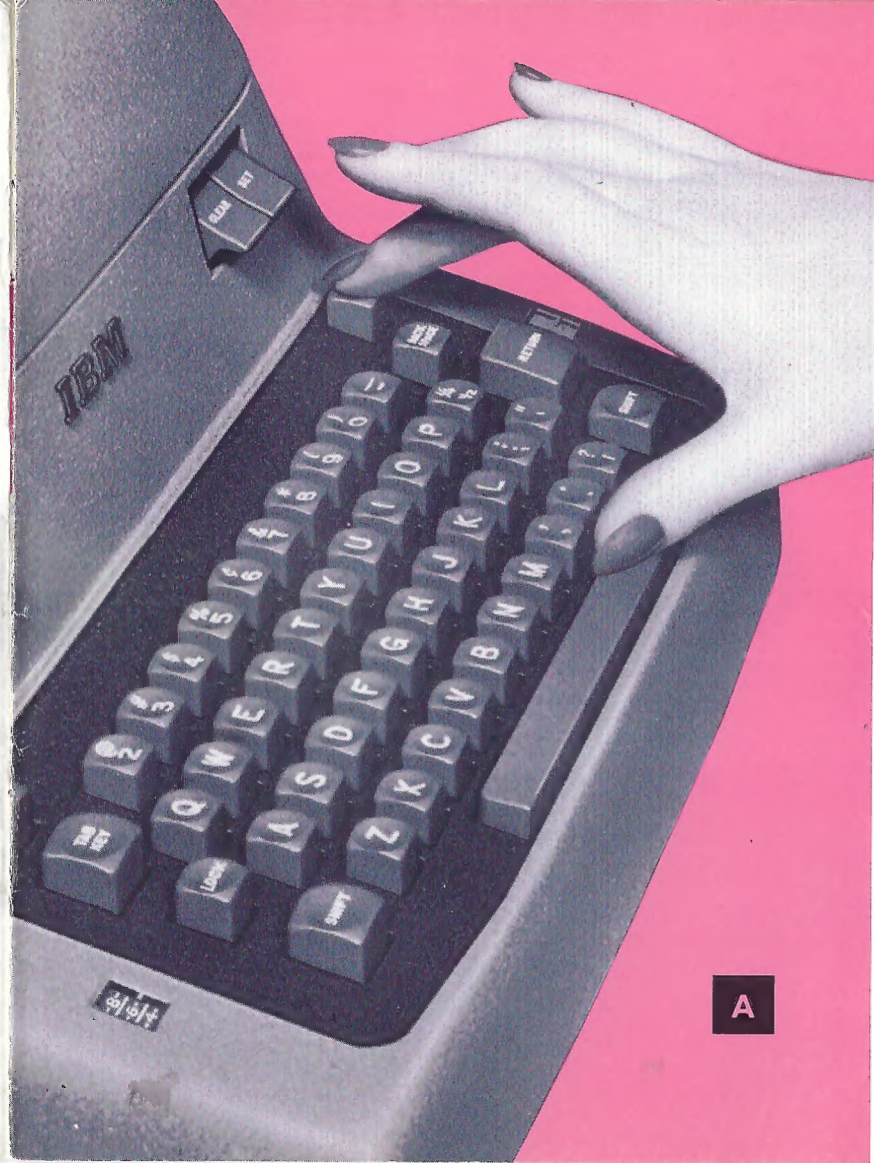
The bell will ring approximately 10 spaces before your right hand margin. When the margin is reached, the keyboard locks automatically and the type bars will not print.



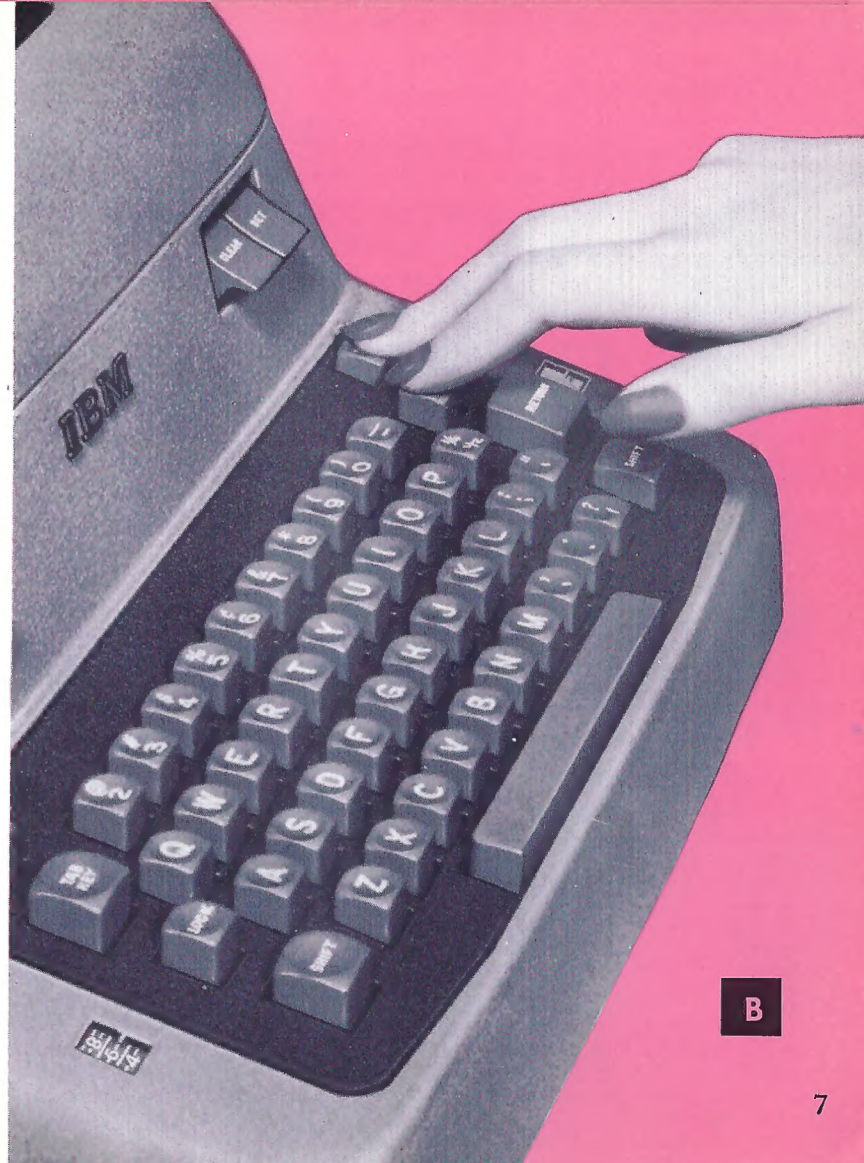
## MARGIN RELEASE KEY

You can write beyond the right or left hand margin by depressing the margin release key and spacing beyond that point.





A



B

# Your **IBM** Electric Carriage— simply and scientifically designed

To move the carriage by hand, simply depress either the left or the right **Carriage Release Lever 1** located on either side of the carriage. (As you approach the left margin you will feel the air-cushioning action that quiets the electric carriage return.)

The **Paper Release Lever 2** frees the paper for positioning and removal.

When inserting paper, rest the sheet squarely on the **Paper Table 3** and against the **Paper Guide 4**

The **Copy Guide 5** has three basic uses:

- a. Prevents the re-feeding of copies around the platen;
- b. The panel is also a convenient erasing table;
- c. Its two scales permit easy reading when determining proper margin and tab settings. One scale is an inch scale. The other corresponds to the **Front Paper Scale 6** which indicates the position of your carriage and enables you to set margins and tabs accurately.

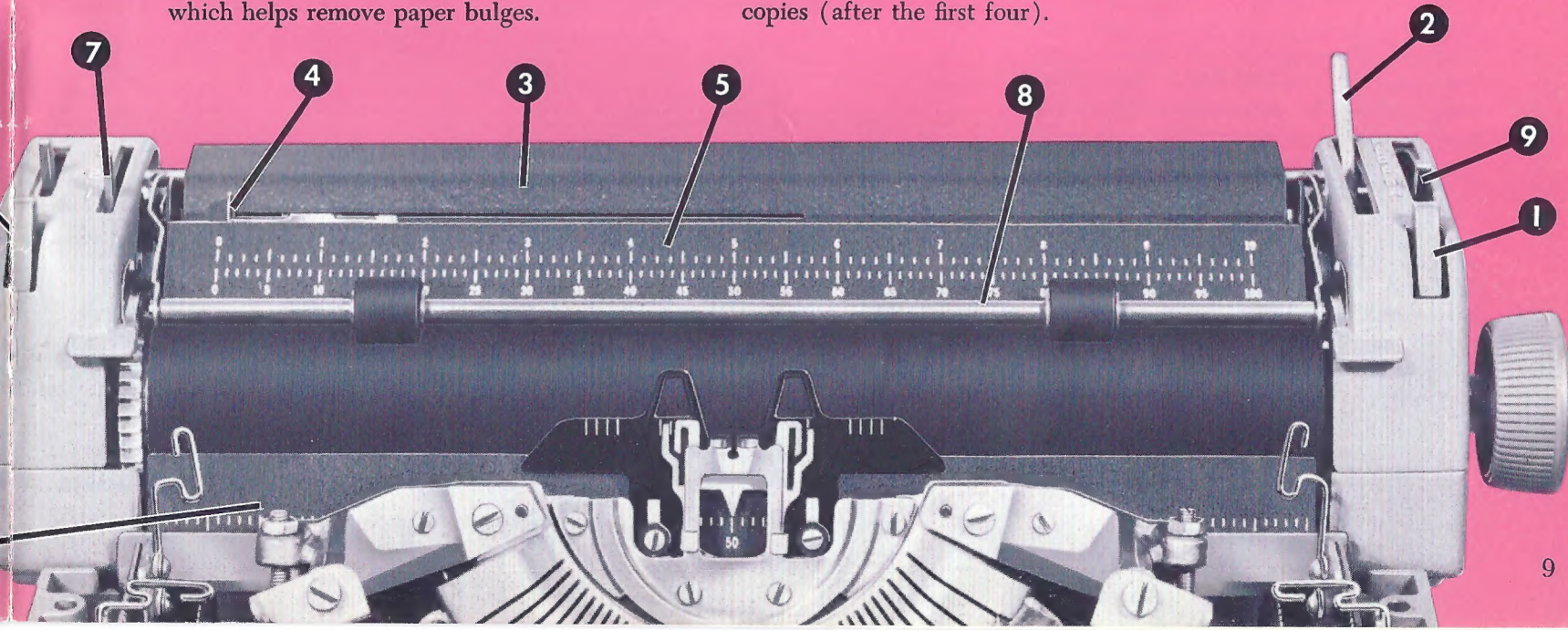




You can select single, double, or triple line spacing by moving the **Line Space Lever 7** to the positions labeled 1, 2, or 3.

The **Three Position Paper Bail 8** can be moved forward to permit paper insertion or for easy access to carbon copies when erasing. It can also be raised above the carriage when desired. When the bail is returned to its normal position, it has a "paper ironing" action which helps remove paper bulges.

The **Multiple Copy Control 9** moves the platen backward or forward to compensate for the thickness of copy paper, allowing the type bar to strike the paper evenly. The weight of paper and carbon paper you use are important factors in determining the correct setting. Normally, the Multiple Copy Control lever should be left at "A" when typing one to four copies. As a general rule, the lever should be advanced one position for every three extra copies (after the first four).

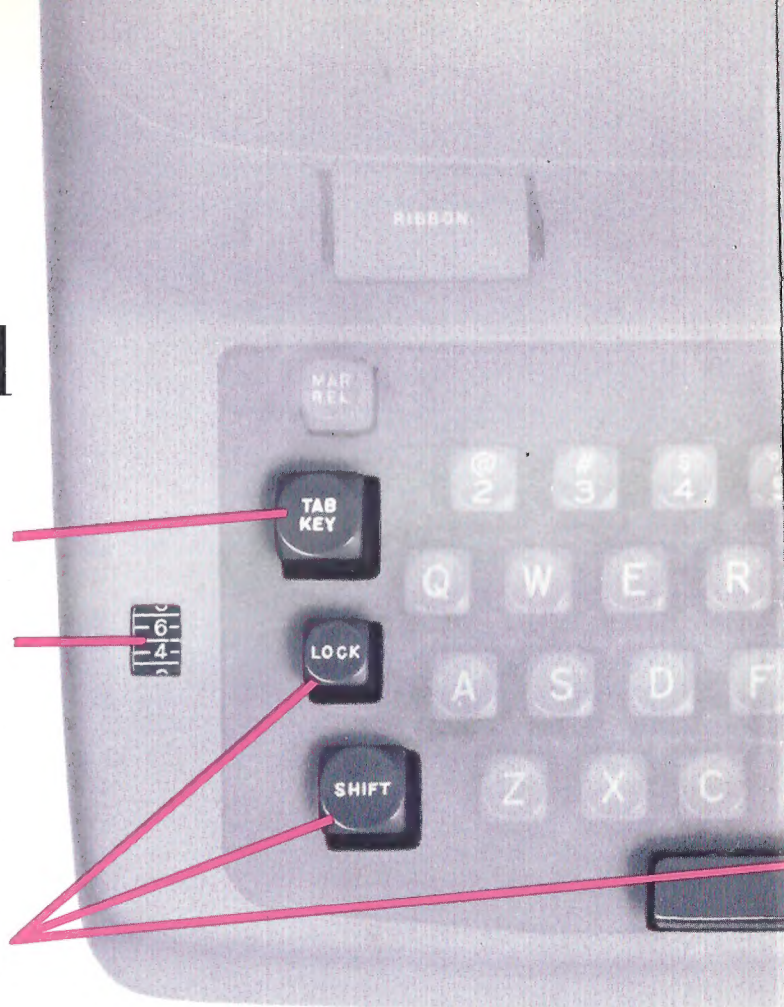


# Everything at your fingertips on the **IBM** Electric Keyboard

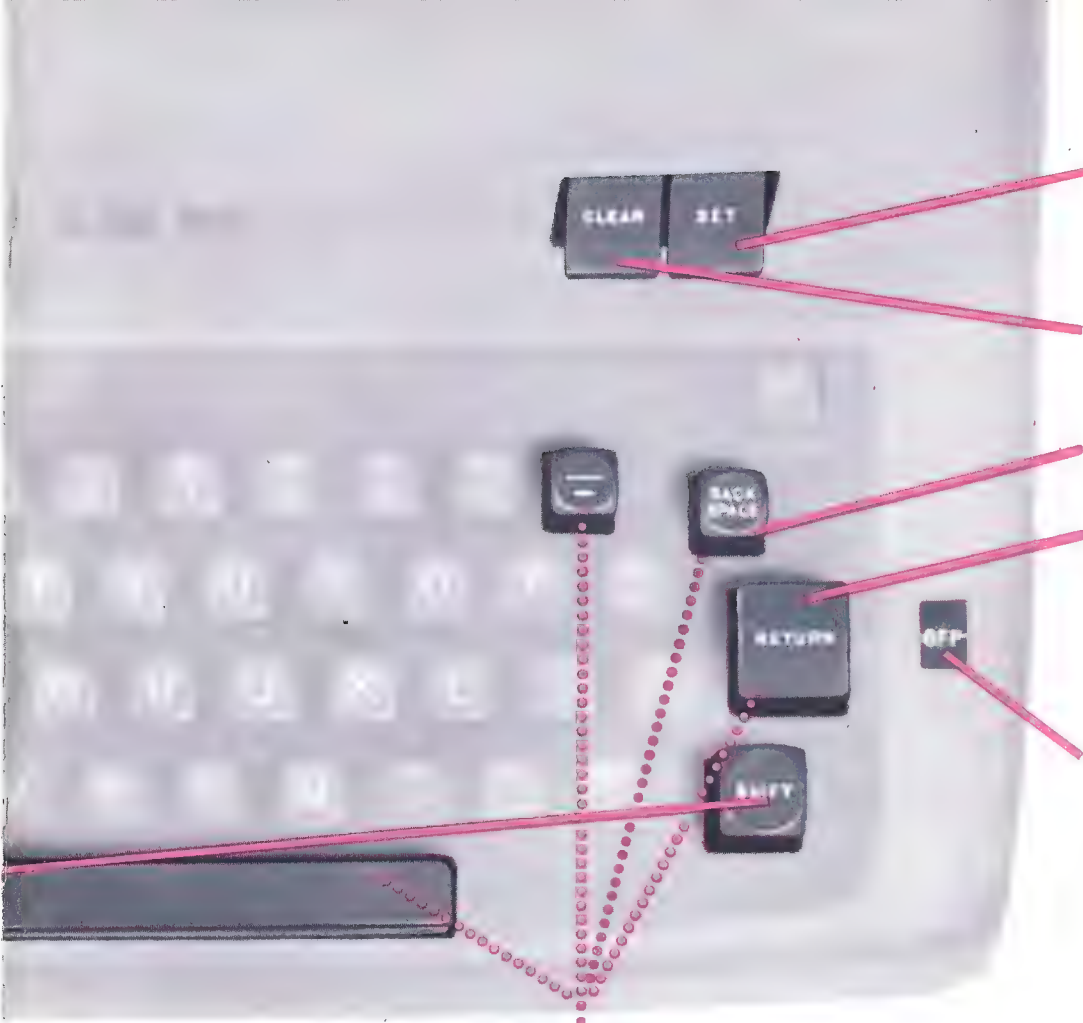
**Tab Key** A light touch with your little finger moves the carriage to the tab stop.

**Impression Indicator** The lever under this window moves forward and backward, enabling you to change the force with which the type bars strike the paper. The higher you move the indicator, the harder the type bars strike. To determine the correct setting for each type of work, use the comma and period as a test, adjusting the impression indicator so they print distinctly, but not heavily. As a general rule, use a lower indicator setting for stencil writing and a higher setting for multiple carbon copies.

**Shift Keys and Shift Lock** Release the shift lock by touching either the right or left shift key.







**Tab Set Lever**—To set a tabular stop, position the carriage and depress the tab set lever.

**Tab Clear Lever**—To clear a tab stop, tabulate to the point you wish to clear and depress the tab clear lever. To clear all stops at once, tab to the end of the writing line, depress the tab clear lever and, while holding it down, touch the carriage return key.

**Backspace**—Use your little finger to space the carriage back.

**Carriage Return**—A flick of your little finger returns the carriage to the left hand margin and automatically spaces the paper, according to the setting of the line space lever. Your IBM has an air cushion to quiet the carriage return. You can feel its effective action by moving the carriage by hand to the left margin.

**Electric Switch**—When the switch under this window is off, the keyboard is locked. When on, solid white appears. Turn off the switch when your IBM is not in use, double checking before you cover it at night.

**Typamatic Keys**—By depressing beyond normal typing depth, and holding down any one of these keys, the action repeats until the key is released.

# How to vary your regular line spacing

The **Line Position Reset** locks out standard spacing and gives you a free-rolling platen. You can return to your regular typing line accurately and automatically by restoring the lever to its forward position. You'll find the line position reset of value whenever you want to type above or below the line—double underscore, subscript, superscript, exponent, and then continue on your regular typing. Follow these steps: push back the reset lever, roll the platen to the desired place, type. When you return the reset lever to the forward position your regular spacing is resumed.

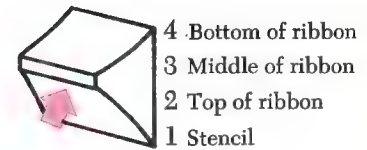
When you press in the **Platen Variable**, the platen moves freely backward or forward. Use it when you have to reinsert a typed page and locate the same typing line for corrections or additions.







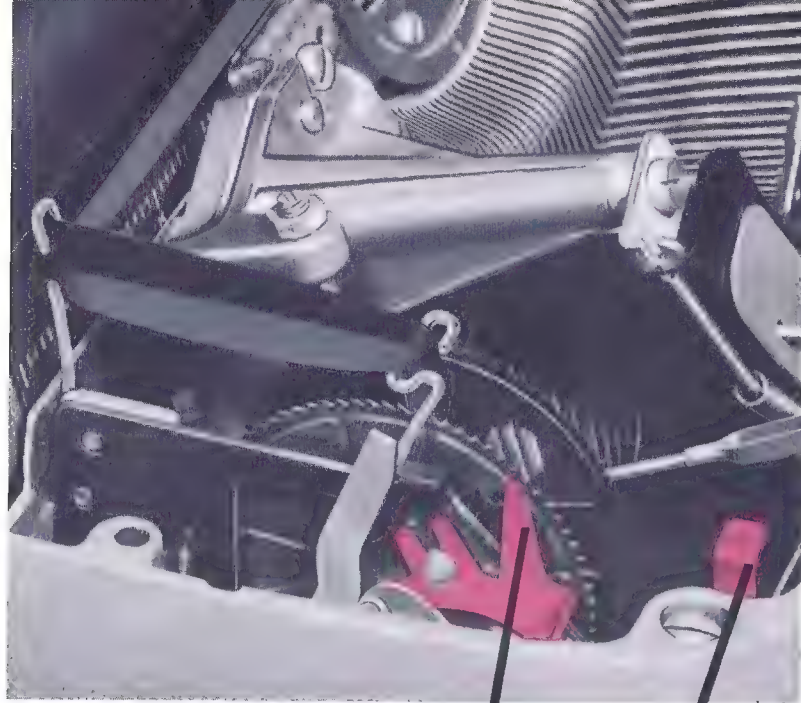
## How to get the most from your typewriter ribbon



Your new IBM Electric gives you maximum ribbon usage with 3 writing lanes on **Single Color Ribbons**. The positions numbered 4, 3, and 2 in the diagram above control typing on the lower edge, center, and top edge of the ribbon respectively. You will feel and hear a light “click” when you move the lever up or down, from one position to another. There is a definite and heavier “click” between position 2 and stencil writing (position 1).

On **Two-Color Ribbons**, your writing positions are No. 2 and No. 4.

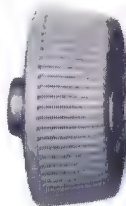
For longest wear and sharp, even impressions change the lever setting frequently. The used portions will re-ink as you type on another lane.



# How to change

**To open top cover of typewriter** grasp cover at center opening and pull up and toward you. To close, press lightly and it will snap shut.

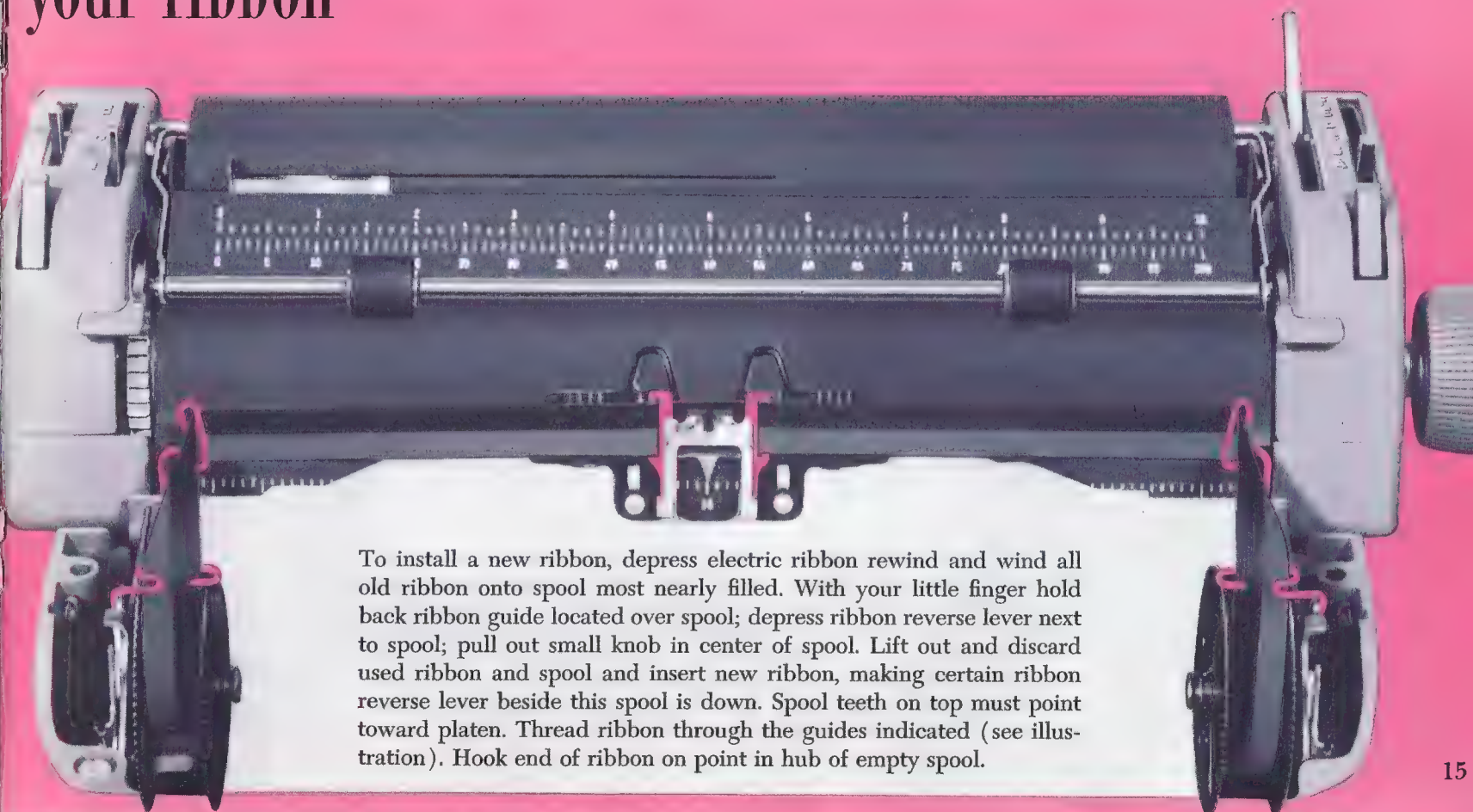
**A Ribbon Reverse Lever** (A in photo) is located beside each ribbon spool. These levers reverse the ribbon automatically on either side at the end of the ribbon. You can change the direction of the ribbon anytime by pressing down on the left hand lever to wind the ribbon onto the right spool and vice versa.



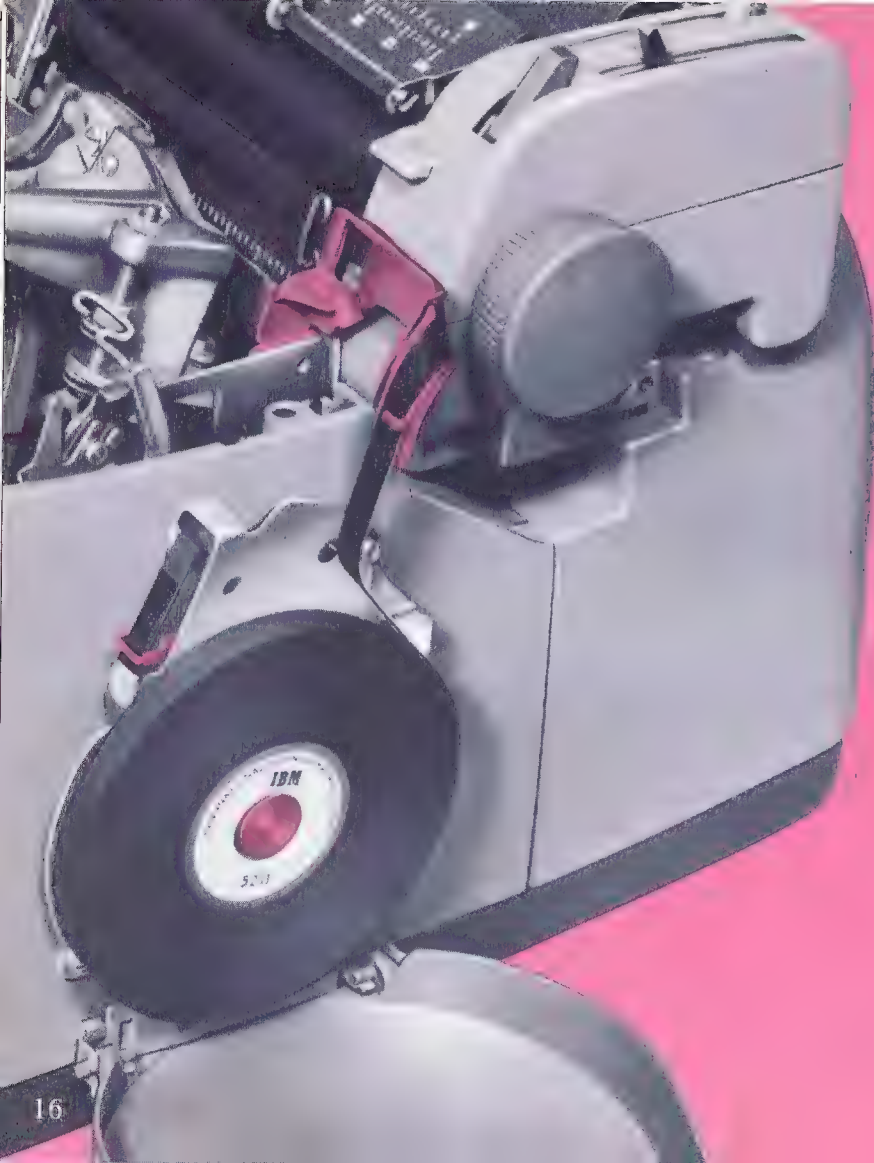
Fully depress the **Electric Ribbon Rewind** (B in photo) and ribbon will wind automatically onto either spool. (To lock, push down and back.)



# your ribbon



To install a new ribbon, depress electric ribbon rewind and wind all old ribbon onto spool most nearly filled. With your little finger hold back ribbon guide located over spool; depress ribbon reverse lever next to spool; pull out small knob in center of spool. Lift out and discard used ribbon and spool and insert new ribbon, making certain ribbon reverse lever beside this spool is down. Spool teeth on top must point toward platen. Thread ribbon through the guides indicated (see illustration). Hook end of ribbon on point in hub of empty spool.



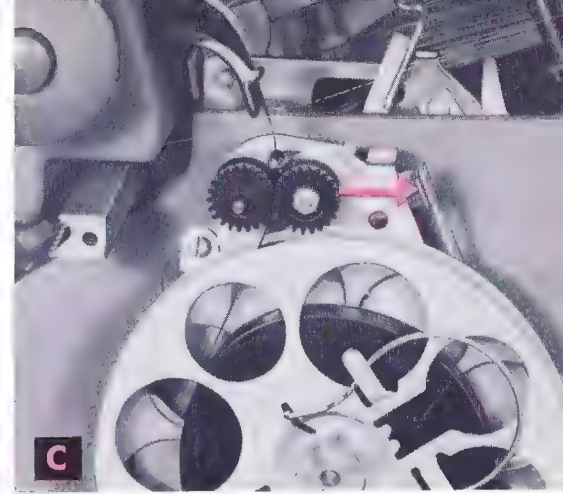
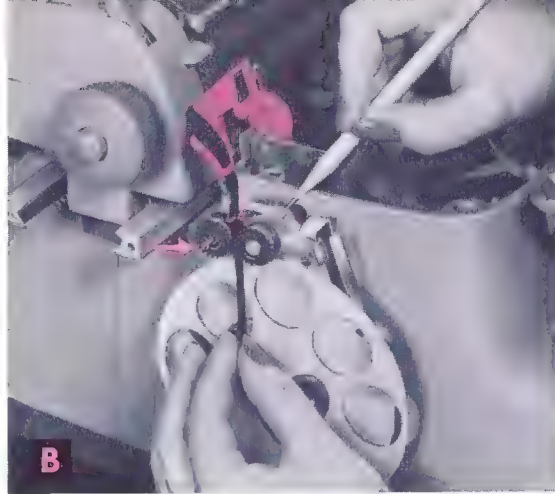
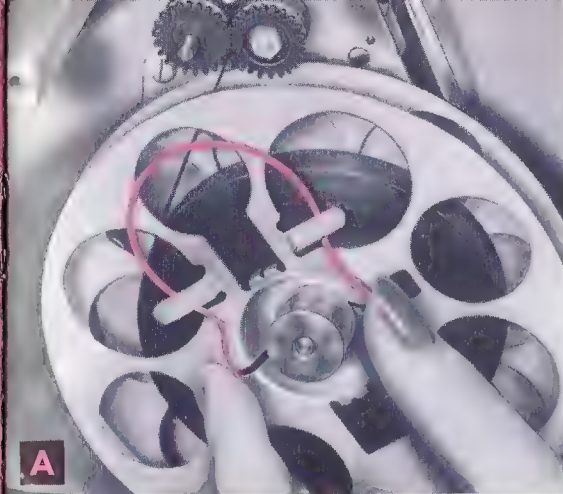
# If your typewriter has a carbon ribbon attachment...

Press the **Ribbon Control Lever** down for stencil position. Up one notch, it is in writing position.

The opening in the front of the right spool cover is the **Ribbon Supply Indicator**. You are almost ready for a new spool when the marker reaches the red zone.

**To change the ribbon** open top cover of typewriter. Pull out ribbon spool covers. (They are specially hinged on bottom and may be removed from typewriter if desired.)





1. Remove used ribbon from left spool by pressing both sides of spring wire at center and pulling outer half off (illustration A). Hold over wastebasket and drop off used ribbon.
2. Replace this outer spool on the shaft, at the same time pressing both sides of the spring wire.
3. Insert new ribbon on right spool, holding ribbon supply indicator down with left hand. Place ribbon on shaft with ribbon feeding from back of spool (see illustration opposite page).
4. Release ribbon indicator; pass ribbon in front of tension wire and close cover.
5. Move carriage to extreme left and run ribbon through right guide. Carbon side should be facing platen. With top cover opened, ribbon is easily inserted in outer slots of center ribbon guide.
6. Move the carriage to extreme right and run ribbon through left guide.

7. Push back small pin in center of rear feed wheel (arrow, illustration B), which will hold feed wheels apart. Thread ribbon through wire guide and between feed wheels and pull out about 8" of extra ribbon. Depress release lever (pencil points to it in illustration) to reposition feed wheels. (For this illustration we have removed outer half of spool.) Be sure the gears of the feed wheels are meshed.

8. Insert end of ribbon between the two halves of left spool, bringing it out any one of outer openings.

9. Turn on the switch. When slack ribbon has wound around spool, it will stop. Tear off the excess and close the cover.

10. For typing stencils, pull the ribbon feed lockout lever (arrow, illustration C) forward to prevent ribbon from feeding. Be sure the lever is pushed back to original position when not typing stencils.

# Exclusive typing short cuts on your **IBM** Electric

To **underscore backwards** depress both the backspace and the underscore at the same time. Make sure these keys are not depressed into their typomatic repeat position. Think of the many times you've typed a heading, pushed the carriage back, and then had to turn the platen down one line before you could underscore. Now, you can start underscoring as the very next step after typing the last character in the heading and backspacing once.

You may want to **space vertically** on a page to print a uniform column of quote marks, parentheses, or any symbol. This can be done easily and rapidly. For example, depress the quote mark key; then depress the back space and carriage return keys simultaneously. Repeat this sequence as many times as you need. For quick and simple operation use the forefinger and thumb of your right hand to touch the backspace and carriage return keys. Use the forefinger of your left hand to depress the particular key you wish to type.

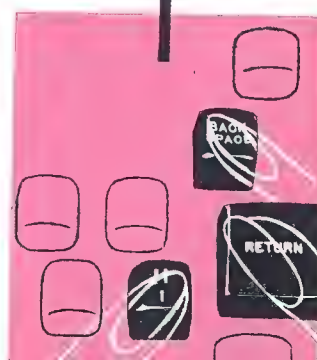
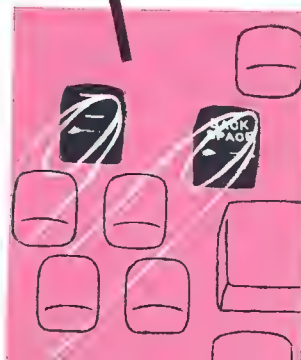
Touch the carriage return and then the tab key for a **partial carriage return** to your left margin. Of special value when typing columns of figures, this shortcut can be perfected by touching the tab key just after your carriage has passed the set tab stop.

STRAIGHT THINKING"  
Speed Typing Test

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...operation,  
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IBM Electric Typewriter

Very truly yours,

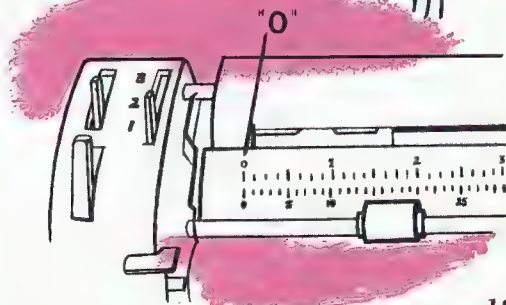
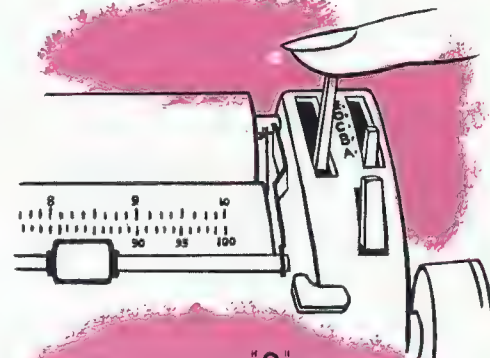
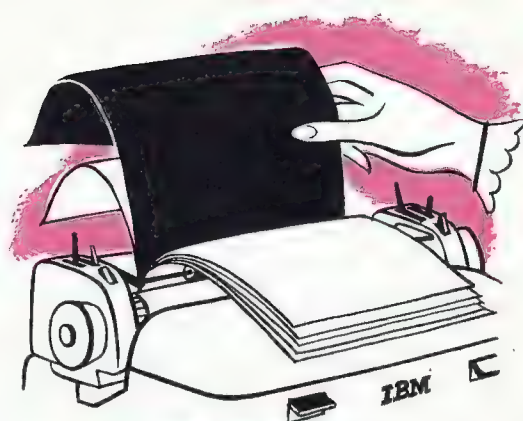
Joseph J. Peters  
Executive Secretary

...here's an easy way to insert carbon paper in a pack: roll your copy paper a little way into the platen (you can place this paper in the flap of an envelope for accurate feeding); lay all but the bottom copy over the typewriter top; then insert your carbons, flicking each copy back as you add a carbon. Your carbon will trail out of the pack about one-half inch for easy removal.

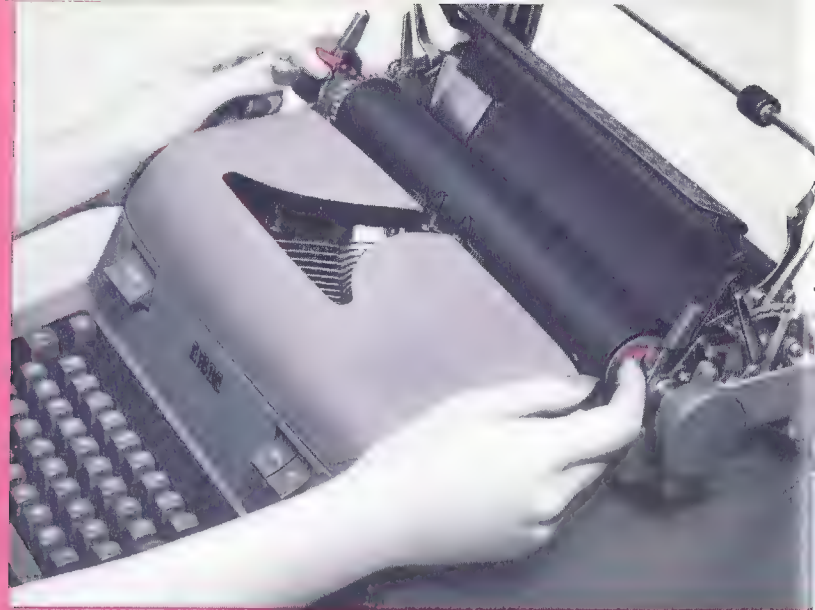
...avoid paper wrinkling by releasing and restoring the Paper Release Lever after inserting paper or a carbon copy pack.

...to minimize stencil creasing, put Paper Guide at "O" and insert stencil here for even feed roll tension.

...and some typing tips



# How to care for your **IBM** Electric



## **REMOVING THE PLATEN**

- 1.** Center the carriage, raise paper bail, carriage end covers and copy guide.
- 2.** Push back and lift up latches (see photo). Lift out platen.

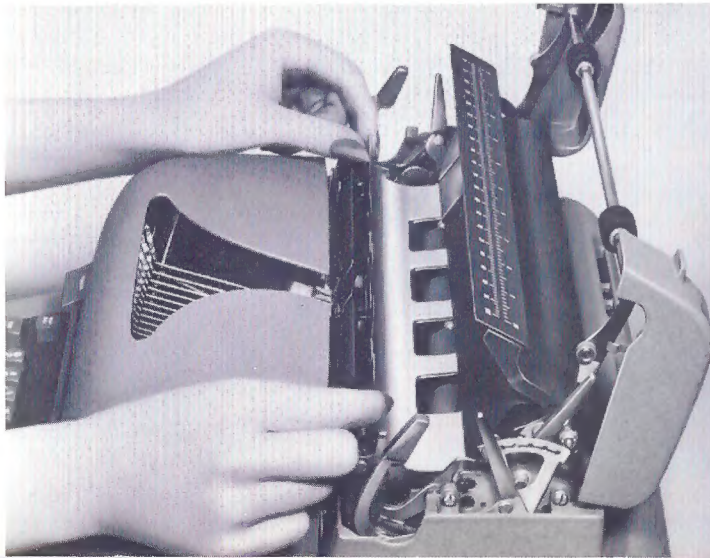
To replace platen, center the groove in the right platen shaft on the carriage end plate and bring latches forward and down.



### CLEANING PLATEN, FEED ROLLS, AND BAIL ROLLS

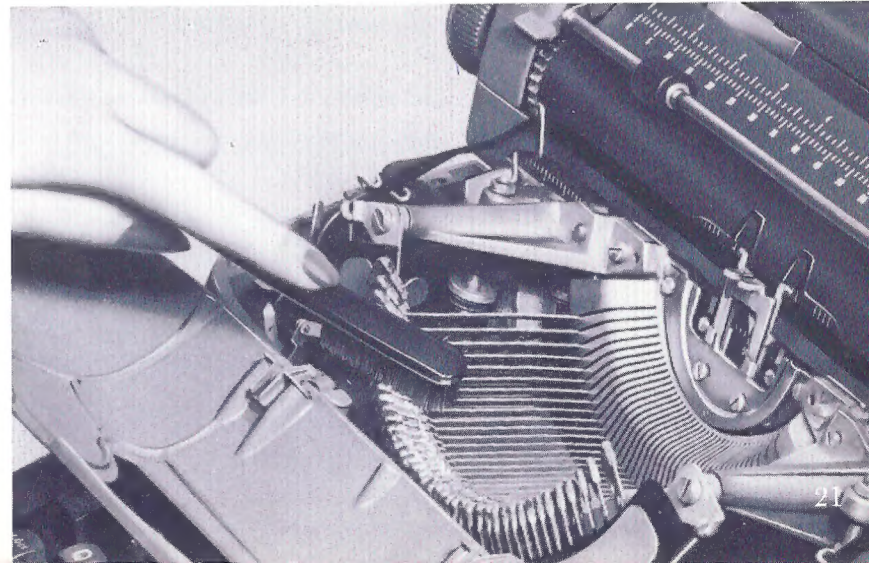
To assure proper feeding of the paper and to prevent feed roll or bail roll markings, clean the platen, feed rolls and bail rolls periodically. If you type many stencils, frequent cleaning is suggested. A number of platen cleaners, which can be applied with a dauber or cloth, are available from stationery suppliers.

To clean feed rolls, remove the platen (as at left) and the metal deflector underneath (by grasping edge nearest you and lifting out). The feed rolls are now accessible for cleaning. When replacing deflector, place back edge in first (see photo below).



### CLEANING TYPE

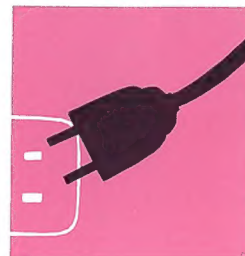
Clean the type on your IBM Electric regularly, using a dry bristle brush (not wire), with a brushing motion toward you and away from the type basket. No cleaning fluids are necessary. If your type is unusually dirty, use a tapping motion with the ends of the bristles to loosen the caked dirt before brushing. Spread a cloth or tissue in front of the type to protect your clothing. Finish the cleaning by wiping the type faces with a clean, dry cloth. If you do use a cleaning fluid, moisten a cloth slightly and dab the type faces lightly. Avoid excessive use of any fluid and do not oil your machine. Oil used indiscriminately may contact rubber parts and cause damage. Heavy pressure is not necessary to clean the keys—whether you use a brush, cloth, or plastic type cleaner.



# Check these points for proper typewriter operation

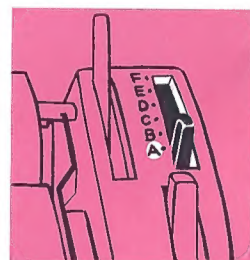
- ✓ If your typewriter will not operate, try the following and test after each by touching a key:

- ... be sure electric cord is plugged all the way into the outlet and that there is a flow of electricity.
- ... switch should be on (white shows in window). Turn it "OFF" then on again (listen carefully to find out if the motor is operating).



- ✓ If the motor and typewriter are operating but typebars will not print:

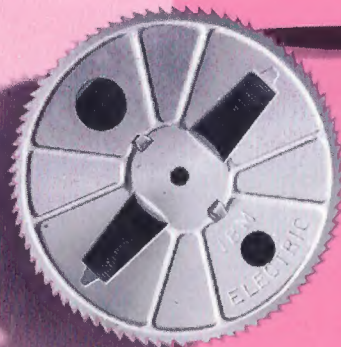
- ... make certain Ribbon Control is not in "stencil" position.
- ... and that Multiple Copy Control is at "A."



- ✓ If the carriage will not move:
- ... turn "OFF" for a few seconds, then on.
  - ... with switch on, depress Margin Release Key or Tab Key.







## ...IBM Ribbons and Carbon Paper

There are IBM ribbons and carbon paper for every typing application—specially designed and tested in our laboratories for use on your electric typewriter. These custom-made supplies assure matchless results. For a perfect impression, ask your IBM representative to recommend the ribbon and carbon paper that are best for your work.

Ask your IBM representative, too, about our Supply Agreement—a plan assuring your company of best quantity prices, automatic shipment, price protection, and no advance payment.

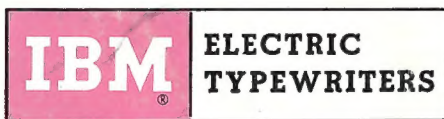
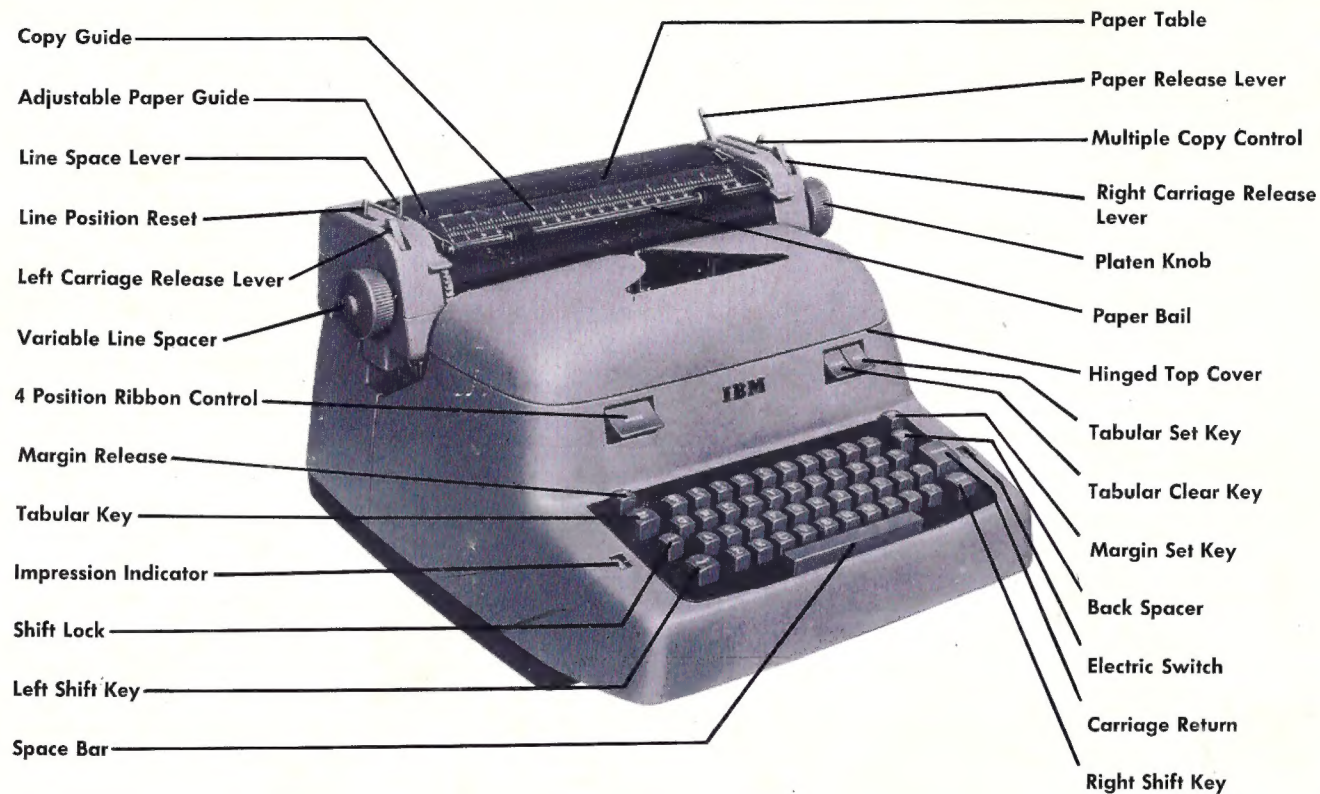
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